4549

A G E N D A

Executive Session

February 7, 1985

Tenant Accounts Receivable

Recommended

- Write-off of Uncollectible Receivables
- Adoption of Collection Policy

TENANT RECEIVALBES

RECOMMENDED FOR WRITE-OFF AS OF 2/7/85

NAME	AMOUNT	COMMENTS
Conrhill, Inc./Mident Corp.	$ 2,000.00	Bankrupt. Account to be turned over to legal to file proof of claim with court appointed trustee. Current tenant, Skaffington's, Inc. has paid the Authority $3,000.00 for 1985 season.
Louise McIntosh	125.00	Vacated 5/31/84.
Southern Diner	875.00	Vacated 8/31/84.
Second Time Around Boutique	1,646.00	Vacated 8/14/80.
Carl Nurse	920.00	Vacated 11/1/74.
Fred Kalil	11,320.00	Vacated 8/14/80. Principal deceased.
Jerome Cleaners	1,225.00	Vacated 3/31/78.
McCarthy's Photo	160.00	Vacated 6/15/82.
The Loon & Heron	3,850.00	Vacated 9/31/81.
North Station Accounts	18,650.05(A)	Vacated 1983. Majority of accounts were being billed for rent while relocation and development was in process. Were possible relocation payments were applied to rental balances.
Walter Kreske	14,400.00	Case settled for $4,500.00. Tenant has withheld payment due to a faulty taking by the Authority, in July 1974.
Banfield Associates	8,915.00	Settled for $3,800.00. Tenant stated that account balance was to be adjusted in 1982. This was not done. Tenant has paid 1983, 1984, and 1985 rents on a timely basis.
Total	$64,086.05	

(A) Detail attached.

NORTH STATION VACATED ACCOUNTS

TENANT NAME	BALANCE OUTSTANDING
E. Collard/M. Coyle	$ 1,040.00
Richard Zagarella	1,579.32
Robert Haney	231.63
M/M John McKay	203.09
Ann Riola	750.00
Phillip Oddo	1,120.00
John Cody/William Drisco	540.00
M/M Thomas Galvin	1,900.00
Mythens Glass Company	3,125.00
Ed Collard/Fine Reflect.	1,286.68
Joseph Bartolino	1,783.33
Ellen O'Donnell	400.00
Boyd Simmons/K. Warner	336.00
Nathan's Alaska Fur Shop	1,775.00
M/M William Kazonis	1,125.00
M/M John Procopio	1,020.00
M/M Edward Bryla	110.00
Edward R. Barnett	325.00
Project Total -	$18,650.05

THE BOSTON REDEVELOPMENT AUTHORITY

POLICY AND PROCEDURE

Effective Date:	Title: Collection Policy for Tenant Accounts Receivable	No. 01-FY85

Purpose

The purpose of this policy is to protect the investment the Authority has in its Tenant Accounts Receivable, and to insure the steady flow of funds into the Authority's Treasury.

Responsibility

The Board of Directors of the Authority will have the overall responsibility for the administration of the collection policy. The implementation of this collection policy wi be delegated to the Director.

Collection Procedure

The following steps will be taken to collect all outstanding monies due the Authority from our Tenant Accounts:

- A telephone call will be made to all customers that are 30 days past due and a verbal commitment will be received from the customer as to when payment can be expected. At this time, the outstanding balance will be subject to a finance charge of 1.5% per month.

- A certified letter will be sent to all customers whose account is 60 days past due requesting that they make an appointment with the Assistant Director for Finance and Administration so that their past due situation can be resolved.

- A customer that becomes 90 days past due and has made no effort to correct their delinquent status will be sent a notice of eviction by the Authority's Board of Directors. At this time, the Accounts Receivable Department will stop billing this account and prepare a letter of transmittal with supporting documentation to our Legal Department for the necessary follow-up.

Reporting Procedure

- Quarterly the Director of the Authority will submit to the Board a status report of all Tenant Receivables.

- At least once a year the Director of the Authority will submit to the Board a report of those accounts that are uncollectable and are to be written-off. The report will include the name of the account, the balance to be written-off, the reason for the write-off and the efforts made to collect these monies.

Approvals				Board Approval
Director	Date	Asst. Dir. Finance/Admin.	Date	Date

ACC2/AA/112784